



**The University of Texas at Dallas** is currently seeking qualified **Public Safety Officers**.

As a rapidly growing research institution on the cutting edge of science, technology, medicine, business and the arts, The University of Texas at Dallas attracts a diverse group of students, staff and faculty members to the vibrant, dynamic and globally connected Dallas-Fort Worth area. UT Dallas is ranked in the top 100 by *Kiplinger's* and in the top 75 by *The Princeton Review* as a best value among public universities, and *Times Higher Education* ranks UT Dallas #1 in Texas, #3 in the nation and #15 in the world among the top 100 universities under 50 years of age.

**Summary of Duties:**

To provide service and information to students, employees and visitors; to enforce the rules and regulations of the U.T. System Administration or an institution of The University of Texas System pertaining to the operation and parking of vehicles on University property; to help safeguard property of the U.T. System Administration or an institution of The University of Texas System.

Responsible for enforcing the regulations pertaining to the parking of vehicles on University controlled property; directing traffic; patrolling University controlled property for the purpose of safeguarding buildings and property under the control and jurisdiction of the U.T. System Administration or an institution of The University of Texas System.

**Minimum Qualifications:**

Graduation from high school, vocational school or equivalent.; valid Texas Driver's license; physical & mental capability to properly carry out responsibilities & duties as a guard; ability to work in variable weather conditions & any one of three shifts with varying days off. Job duties require the ability to drive, walk, run, stand, stoop, climb, crouch, push, jump-over, pull, carry, reach above head, lift, lower, hand-wrist and elbow motion, grasp, and hold . Also, must be able to lift 40 to 50 lbs occasionally.

**Preferred Qualifications:**

Bi-lingual preferred.

**Minimum Responsibilities:**

Provides service to students, employees, and visitors; writes reports; checks permits on vehicles entering and parked on campus or System Complex; directs flow of traffic and parking of cars when needed; issues parking permits when needed; and issues University parking violation citations. Patrols buildings and grounds to check for fires, water leaks, potential security and safety hazards and general building security, reporting all irregularities, emergencies, or suspicious activity. Ensures all personnel

entering the System Complex or a campus are properly identified. Issues visitor permits and maintains a log of all issued permits. Provides directions to locate buildings and offices and other general information to visitors. Patrols buildings and grounds on foot or in vehicle to provide security and prevent crime. Writes reports on incidents occurring on a campus or the System Complex. Performs other related duties as required.

**Other Information:**

Serves as a representative of the University, displaying respect, civility, professional courtesy, consideration of others and discretion in all interactions with members of the UT Dallas community and the general public.

**To view the job posting and to apply online, go to:**

[www.utdallasjobs.com/applicants/Central?quickFind=186677](http://www.utdallasjobs.com/applicants/Central?quickFind=186677)

This is a security sensitive position.

The University of Texas at Dallas is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, pregnancy, age, veteran status, genetic information or sexual orientation.

[www.utdallas.edu](http://www.utdallas.edu)

[www.utdallas.edu/hrm](http://www.utdallas.edu/hrm)